



# PERMIT TRANSFER REQUEST

CC 4113.093

"... Any permit may be transferred once from one address to another or from one contractor to another at the same site, ... upon payment of the transfer fee", (\$110.00 per permit-per contractor/address). "No transfer may occur after 270 days following the original date of issuance." A SEPARATE REQUEST FORM IS REQUIRED FOR EACH ADDRESS. If a building permit is being transferred from one address to another, two copies of a site plan of the new location must be submitted along with this request.

## **TRANSFER FROM ONE ADDRESS TO ANOTHER**

Date \_\_\_\_\_

Old Address \_\_\_\_\_  
NUMBER DIRECTION STREET TYPE OF PERMIT

Tax District \_\_\_\_\_ Parcel Number \_\_\_\_\_

Permit Number to be Transferred \_\_\_\_\_

Blanket Permit to be Transferred \_\_\_\_\_  
FEE IS \$110.00 PER PERMIT TO BE TRANSFERRED

New Address \_\_\_\_\_  
NUMBER DIRECTION STREET TYPE OF PERMIT

Tax District \_\_\_\_\_ Parcel Number \_\_\_\_\_

Plans Examiner \_\_\_\_\_ Date Approved \_\_\_\_\_

## **TRANSFER FROM ONE CONTRACTOR TO ANOTHER**

Address on Permit \_\_\_\_\_

Permit Number	Old Contractor Number	New Contractor Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

APPLICANT'S NAME (PRINT) \_\_\_\_\_

APPLICANT'S SIGNATURE \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

## **OFFICE USE ONLY**

Cashier Log # \_\_\_\_\_ Amount Received \_\_\_\_\_

Cashier \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_

SOFT ACCOUNT NUMBER \_\_\_\_\_

PIN NUMBER \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_